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7 May 57

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MEMORANDUM FOR: CHIEFS OF OPERATING DIVISIONS, DDP

SUBJECT: Briefing of DD/P Officials on Assessment and Evaluation Activities of the Office of Training

25X1 1. The Director of Training asks that the Chief of his Assessment and Evaluation Staff, [] be given the opportunity to brief you, your Deputy and your Chief of Administration on the activities of the Assessment and Evaluation Staff.

25X1 2. Chief, Assessment and Evaluation Staff proposes to present within one hour's time his description of AES activities, but will be available for a longer period should subsequent questions and discussion so dictate. [] will be calling you shortly to establish a time and place for this briefing.

/s/

Thomas H. Karamessines
Acting Chief, Foreign Intelligence

cc: DTR

25X1

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E.

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Acting Chief, FI

Director of Training

Briefing of DD/P Officials on Assessment and Evaluation Activities

1. Some four years ago, members of the Assessment and Evaluation Staff, Office of Training, briefed the DD/P divisions on Assessment and Evaluation activities. Since then, there have been so many changes in the nature of A & E activities and so much rotation in the responsible divisions in the DD/P that it would appear appropriate to conduct such briefings again.

2. The Chief, Deputy Chief, and Chief, Administration, of each division might appropriately be included in these briefings. Chief, A & E Staff, believes it would be desirable to brief the personnel from one division at a time. The presentation could be most effectively handled in the area of 1331 R&S Building, because of the illustrative material to be included. However, in the event that this is not convenient, arrangements can be made to give the briefings wherever the division chiefs prefer.

3. If you approve our giving these briefings, would you announce them and indicate that Chief, A & E, will be calling the division chiefs to arrange a most convenient time. Should you have any questions regarding these briefings, please call on Extension

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SIGNED

MATTHEW BAIRD

AE/TR 15 March 1957

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